



**2007 Statistical Annual Report of  
Public Library Services**

**Data Collection Form**

5

Fiscal Year 2007

Cities: July 1, 2006 – June 30, 2007

Counties: January 1, 2007 – December 31, 2007

For information specific to each data element, see the *2007 Data Element Definitions* document.

***IDENTIFICATION #1-14***

1	Library Code	<hr/>
2	Name of Library	<hr/>
3	Street Address	<hr/>
4	City (of street address)	<hr/>
5	ZIP Code (of street address)	<hr/>
6	ZIP+4 (of street address)	<hr/>
7	Mailing Address	<hr/>
8	City (of mailing address)	<hr/>
9	ZIP Code (of mailing address)	<hr/>
10	ZIP+4 (of mailing address)	<hr/>
11	County of the Entity	<hr/>
12	Telephone (include area code)	<hr/>
13	Fax (include area code)	<hr/>
14	Director's E-mail Address	<hr/>

**GENERAL INFORMATION #15-36**

*The population data provided to you by the Utah State Library Division is based on the latest U.S. Census Bureau subcounty population estimates. If you have been contracted by another city or county to serve as the primary library for their population (for the reporting fiscal year) post a note on the Population of Legal Service Area (field #15) listing the city or county you are adding.*

15 Population of Legal Service Area \_\_\_\_\_

**Service Outlets**

16 Number of Central Libraries \_\_\_\_\_

17 Number of Branch Libraries \_\_\_\_\_

18 Number of Bookmobiles \_\_\_\_\_

19 Number of Other Outlets \_\_\_\_\_

20 *Total Number of Outlets (#16 + #17 + #18 + #19)* \_\_\_\_\_

**Staff**

*Report the number of full-time equivalent staff (FTE) for each category. NOT NUMBER OF EMPLOYEES.*

*Read each data definition carefully.*

21 FTE of Librarians with ALA-accredited master's degree \_\_\_\_\_

22 FTE of Librarians with any other master's degree \_\_\_\_\_

23 FTE of others holding the title of Librarian \_\_\_\_\_

24 *Total FTE of Librarians (#21 + #22 + #23)* \_\_\_\_\_

25 FTE of All Other Paid Staff \_\_\_\_\_

26 *Total FTE of Paid Employees (#24 + #25)* \_\_\_\_\_

**Library Director**

27 Year of Library Director's appointment \_\_\_\_\_

28 Library Director's formal education \_\_\_\_\_

- a. High School
- b. 2 Year College
- c. 4 Year College
- d. Post Graduate

- 29 Library Director's salary? \_\_\_\_\_
- a. Less than \$20,000
  - b. \$20,000 - \$29,000
  - c. \$30,000 - \$39,000
  - d. \$40,000 - \$49,000
  - e. \$50,000 - \$59,000
  - f. \$60,000 or more
- 30 Weekly hours worked by Library Director \_\_\_\_\_

***Public Service Hours***

*Please use the Public Service Hours Worksheet and instructions to calculate these data elements.*

- 31 Weekly Scheduled Public Service Hours (all outlets) \_\_\_\_\_
- 32 Public Service Hours Per Year (all outlets) \_\_\_\_\_

***Friends and Volunteers***

- 33 Does your library have a Friends group, library foundation, or library guild? \_\_\_\_\_
- a. Yes
  - b. No
- 34 If yes, how many members? If no, enter N/A \_\_\_\_\_
- 35 Number of volunteers who worked for the library this fiscal year \_\_\_\_\_
- 36 Number of hours volunteers worked for the library this fiscal year \_\_\_\_\_

**COLLECTION OF LIBRARY MATERIALS #37-48**

*Report the number of volumes, not number of titles. Report all items the library has acquired and cataloged for the collection, regardless if they were purchased, leased, licensed, or donated as gifts.*

***Library Collection***

- 37 Print Materials \_\_\_\_\_
- 38 Audio Materials (including web-based and downloadable audiobooks & MP3 files) \_\_\_\_\_
- 39 Video Materials (including web-based and downloadable videos) \_\_\_\_\_
- 40 Electronic Books (e-Books) \_\_\_\_\_
- 41 Licensed Databases paid with local funds \_\_\_\_\_
- 42 Licensed Databases paid by the State Library \_\_\_\_\_
- 43 Licensed Databases paid by other cooperative agreements (or consortia) \_\_\_\_\_
- 44 *Total Licensed Databases (#41 + #42 + #43)* \_\_\_\_\_
- 45 Other Library Materials \_\_\_\_\_
- 46 *Total Library Collection (#37 + #38 + #39 + #40 + #44 + #45)* \_\_\_\_\_

***Current Serial Subscriptions***

- 47 Number of Current Print Serial Subscriptions \_\_\_\_\_
- 48 Number of Current Electronic Serial Subscriptions \_\_\_\_\_

***SERVICE OUTPUT MEASURES #49-63***

*Output Measures should be reported as annual figures. Statistics for Visits and Reference may be estimated by using the "typical week" method and then annualized.*

***Number of Library-sponsored Programs***

- 49 Number of Children's Programs (i.e. total number of sessions or activities) \_\_\_\_\_
- 50 Number of YA and Adult Programs (i.e. total number of sessions or activities) \_\_\_\_\_
- 51 *Total Number of Library-sponsored Programs (#49 + #50)* \_\_\_\_\_

***Attendance at Programs***

- 52 Attendance at Children's Programs \_\_\_\_\_
- 53 Attendance at YA and Adult Programs \_\_\_\_\_
- 54 *Total Attendance at Library-sponsored Programs (#52 + #53)* \_\_\_\_\_

***Circulation of Materials***

- 55 Length of Loan Period (number of days) \_\_\_\_\_
- 56 Circulation of Children's Materials \_\_\_\_\_
- 57 Circulation of All Other Materials \_\_\_\_\_
- 58 *Total Circulation (#56 + #57)* \_\_\_\_\_

***Visits, Reference & Borrowers***

- 59 Library Visits \_\_\_\_\_
- 60 Reference Transactions \_\_\_\_\_
- 61 Number of registered borrowers \_\_\_\_\_

***Interlibrary Loan***

- 62 Number of Items Provided To Other Libraries \_\_\_\_\_
- 63 Number of Items Received From Other Libraries \_\_\_\_\_

**REVENUE AND EXPENDITURES #64-132**

*Report the library's detailed operating expenditures for the fiscal year and the source of income for those expenditures in the following tables.*

*Please verify that the following fields match each other:*

1. *Field #127 MUST match Field #112.*
2. *Field #131 MUST match Field #113.*
3. *Field #132 MUST match Field #114.*

<b>OPERATING EXPENDITURES</b>			
<b>Staff Expenditures</b>	<b><i>Local Funds</i></b>	<b><i>State/Federal Funds</i></b>	<b><i>Total Funds</i></b>
Salaries and Wages	(64)	(77)	(90)
Employee Benefits	(65)	(78)	(91)
<i>Total Staff Expenditures</i>	(66)	(79)	(92)
<b>Collection Expenditures</b>	<b><i>Local Funds</i></b>	<b><i>State/Federal Funds</i></b>	<b><i>Total Funds</i></b>
Print Materials	(67)	(80)	(93)
Audiovisual Materials	(68)	(81)	(94)
Electronic Materials	(69)	(82)	(95)
Other Materials	(70)	(83)	(96)
<i>Total Collection Expenditures</i>	(71)	(84)	(97)
<b>Other Operating Expenditures</b>	<b><i>Local Funds</i></b>	<b><i>State/Federal Funds</i></b>	<b><i>Total Funds</i></b>
Plant Operation and Maintenance	(72)	(85)	(98)
Furniture and Equipment	(73)	(86)	(99)
Misc. Operating Expenditures	(74)	(87)	(100)
<i>Total Other Operating Expenditures</i>	(75)	(88)	(101)
<b>Total Operating Expenditures</b>	(76)	(89)	(102)

**CAPITAL OUTLAY****Local Funds**

Local Government	(103)
Local Government Contracts	(104)
Other Local Sources	(105)
<i>Total Local Capital Outlay</i>	(106)

**State/Federal Funds**

State Government	(107)
Federal Government	(108)
Other Federal Sources	(109)
<i>Total State/Federal Capital Outlay</i>	(110)
<b>Total Capital Outlay</b>	(111)

**TOTAL EXPENDITURES**

	<i>Local Funds</i>	<i>State/Federal Funds</i>	<i>Total Funds</i>
Total Operating Expenditures	(76)	(89)	(102)
Total Capital Outlay	(106)	(110)	(111)
<i>Total Expenditures</i>	(112)	(113)	(114)

**SOURCE OF FUNDS**

<i>Local Funds</i>	<i>Money Received This Fiscal Year</i>	<i>Money Spent This Fiscal Year</i>
Local Government	(115)	(124)
Local Government Contracts	(116)	(125)
Other Local Funds	(117)	(126)
<i>Total Local Funds</i>	(118)	(127)
<i>State/Federal Funds</i>	<i>Money Received This Fiscal Year</i>	<i>Money Spent This Fiscal Year</i>
State Government	(119)	(128)
Federal Government	(120)	(129)
Other Federal Funds	(121)	(130)
<i>Total State/Federal Funds</i>	(122)	(131)
<b>Total Funds</b>	(123)	(132)

**INTERNET ACCESS & LIBRARY AUTOMATION SOFTWARE #133-145****Internet Access**

133. Does the library have access to the Internet? \_\_\_\_\_

- a. Yes
- b. No

*If your answer in field #133 is "Yes" continue with survey. If answer is "No" enter "N/A" in fields #134 - #141 and continue with survey in field #142.*

134. Does the library offer wireless connection to the Internet to the public? \_\_\_\_\_

- a. Yes
- b. No

135. Number of Internet terminals for staff only \_\_\_\_\_

136. Number of Internet terminals for the general public \_\_\_\_\_

137. Number of patrons that used public Internet computers \_\_\_\_\_

138. Speed of the library's Internet connection \_\_\_\_\_

- a. 56K
- b. DSL
- c. T1
- d. T3
- e. Other

139. If you selected "Other" please specify. If not, enter "N/A" \_\_\_\_\_

140. Annual cost for Internet connectivity \_\_\_\_\_

141. Name of Internet filtering software \_\_\_\_\_

142. Library's main website address \_\_\_\_\_

**Library Automation Software**

143. Name of ILS (Integrated Library System) \_\_\_\_\_

144. Name of ILS Vendor \_\_\_\_\_

145. Is the library's online catalog available by remote login? \_\_\_\_\_

- a. No
- b. Yes – via direct dial-in
- c. Yes – via Internet
- d. Yes – via both direct dial-in and Internet

**\*\*\*END OF DATA COLLECTION FORM\*\*\***



***FOR UTAH STATE LIBRARY USE ONLY***

*This section is for internal use only. You do not have to answer questions #146 through #150.*

***Source of Funds: Received vs. Spent***

146. Difference between fields #123 and #132

***Total Expenditures***

147. Difference between fields #112 and #127

148. Difference between fields #113 and #131

149. Difference between fields #114 and #132

***Maintenance of Effort***

150. 2007 Maintenance of Effort